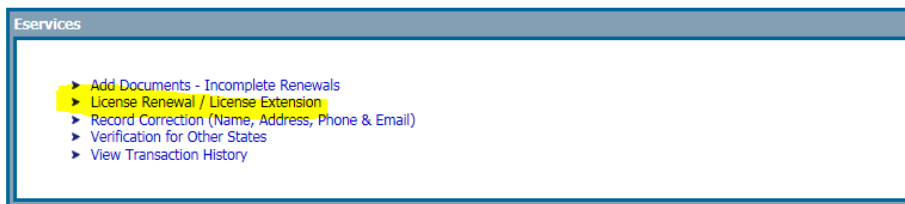


How do I renew my Apprentice Diabetes Educator Permit?

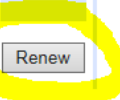
- **Our office recommends to submit your renewal at least *2 weeks in advance* of the *November 1st deadline*.**

Several thousands of licensees across different licensure boards renew around this same time of year through this office. Please be aware our Board Administrator may not be able to answer every phone call. Email is best for any questions if you are able to do so: Kelly.Walls@ky.gov. Voice messages and emails will be responded to in the order they are received, within approximately 1-3 business days during the renewal period. Thank you for your understanding during this busy time!

- **If you would like to inquire about going on “INACTIVE” status or wish to voluntarily “TERMINATE” your permit,** please email our Board Administrator at Kelly.Walls@ky.gov for further information.
- **We strongly encourage you to set aside *uninterrupted time* to submit your renewal early and *have all of your CE course information* (course name, completion date, CE course provider name, amount of hours) *ready to enter*.** The online system DOES NOT SAVE YOUR PROGRESS should you leave the computer and let it time out.
- **It may be difficult to submit your online renewal using an iPad, iPhone, or other Apple device.** We recommend to try using a different mobile device or a desktop computer if you are encountering any issues.
- ***NOTICE:*** IT IS THE APPRENTICE’S RESPONSIBILITY TO **NOTIFY THEIR SUPERVISOR(S)** IN ORDER FOR THEIR APPRENTICE RENEWAL TO BE COMPLETED. **Supervisors must log into their own online eServices account,** and select the “**Supervision**” option from the main page to review and approve their apprentices’ supervision information.
- **Renewals must be submitted via your online eServices account.** Direct link:
<https://oop.ky.gov/Eservices/Default.aspx>
 - Most licensees have already set up a username and password from **last year’s** renewal, if you cannot remember your username or password (case sensitive), or need your unique identifying “OP ID” number, please email our Board Administrator at Kelly.Walls@ky.gov
- **Once you get logged in, select the “License Renewal” option from the main menu:**



- **Click the “Renew” button off to the right-hand side that corresponds with your credential as issued by the Board of Licensed Diabetes Educators:**

Board Name	License Type	Notice Date	Original Amount	Penalty Late Amount	Amount Paid	Total Amount Due	
Board of Licensed Diabetes Educators		7/2/2017	50	0	0	50	

This document is to only be used as a guide, not an interpretation of the law. To read the law in its entirety see Kentucky Revised Statutes KRS 309.325 to KRS 309.339 and Kentucky Administrative Regulations 201 KAR 45:001 to 201 KAR 45:180.

- | Renewal /Extension Information | | | | | | | | | |
|--------------------------------------|--------------|---------------|--------------------------|-------------------|-------------|---------------------|---------------------|-------------|------------------|
| Board | License Type | Calendar Year | Renewal / Extension Paid | Response Received | Notice Date | Original Amount Due | Penalty Late Amount | Amount Paid | Total Amount Due |
| Board of Licensed Diabetes Educators | | 2017 | No | No | 7/2/2017 | 50 | 0 | 0 | 50 |

Do you wish to update your name / birth date / address / phone / email information ? ☒ Yes ☐ No

Licensee Name

First Name	Middle Name	Last Name	Prefix Name	Suffix Name	Birth Date	Gender
A-		C-				

First Name	Middle Name	Last Name	Prefix Name	Suffix Name	Birth Date	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> (MM/DD/YYYY)	<input type="text"/>

Select

Extension

Add New Phone/Fax

Primary ☐ Yes ☐ No

* Public Viewable ☐ Yes ☐ No

Email Information

Business Email

Update Business Email

Board - License Type

Email

Flags

Board of Licensed Diabetes Educators

an...

Primary : Yes
Public : No

Email

Primary ☐ Yes ☐ No

* Public Viewable ☐ Yes ☐ No

Personal Email

Update Personal Email

Board - License Type

Email

Flags

Board of Licensed Diabetes Educators

...@gmail.com

Primary : Yes
Public : No

Email

Primary ☐ Yes ☐ No

* Public Viewable ☐ Yes ☐ No

Email

* Public Viewable ☐ Yes ☐ No

Add New Email

Continue

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NOTICE: AFTER SUBMITTING YOUR RENEWAL, IT IS YOUR RESPONSIBILITY TO NOTIFY YOUR SUPERVISOR(S) TO LOG INTO THEIR OWN ONLINE E-SERVICES ACCOUNT AND SELECT "SUPERVISION" ON THE MAIN PAGE TO REVIEW AND APPROVE YOUR SUPERVISION INFORMATION!

Supervisors

Total supervision hours from the previous renewals: 0 Hours.

Please notify your supervisor to log into their e-service account to review and approve / sign your supervision information.

Supervisor Name: Je ... License #: 1...5 Professional Credentials : Master Licensed Diabetes Educator

Address Line1: ... Address Line2: ...

City: ... State: KY Zip: ... Phone: ...

Number of Hours of Supervised Work Experience since last renewal: ...

Dates obtained From: ... (MM/DD/YYYY) To: ... (MM/DD/YYYY)

You may also ADD a new supervisor at this time using the "Search Supervisor" field

Last Name: ... License #: ...

- **This same screen also requires you to enter your CONTINUING EDUCATION information.** We strongly encourage you to **set aside uninterrupted time** to submit your renewal early and have all of your CE course information (course name, completion date, CE Course provider name, amount of hours) ready to enter. The online system **DOES NOT SAVE YOUR PROGRESS** should you leave the computer and let it time out.

You may list hours carried over from last year's renewal (no more than 15 hours may be carried over). The annual CE accrual period shall be from November 1 of each year to October 31 of the next year.

Continuing Education

Each Licensee shall obtain a minimum of fifteen (15) continuing education hours during the licensure year. All hour education hours attended for two (2) years after attending a course.

List Below the units of continuing education obtained, INCLUDING DATE AND HOURS COMPLETED. Incomplete form maintain all documentation.

List hours carried over from last year's renewal (No more than fifteen (15) may be carried over)

Course Name: ...

Completion Date: ... (MM/DD/YYYY)

Provider Name: Select Approved Provider

Course Hours: ...

I, the applicant in the above, do hereby certify under penalty of law that the information contained herein is true, correct and complete. I agree to disclose any such misrepresentation or falsification, my application could be rejected or my license revoked by the Kentucky Board of Nursing.

☐ I Agree

You must select "ADD COURSE" after each entry!

- **Continue moving through your renewal until you reach the payment screen.** Here, you can enter payment information from your debit card, credit card, or checking account. Please give the system a few moments to complete the transaction after clicking submit.
- **Apprentices:** Your renewal will not be processed until your SUPERVISOR(s) logs into their own online e-Services account **AND SELECTS "SUPERVISION" ON THE MAIN PAGE** to review and approve what you have entered!
- **After your renewal has been successfully processed,** your eServices account will automatically reflect your new **renewal** date of November 1st, 2018 and your new **expiration** date (as to include the grace period) of December 31, 2018. You may return to the main menu to print off an updated wallet card and/or certificate, and you will receive an automated email within a few business days, letting you know your renewal has been processed.

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